

AMERICAN EXPRESS® CORPORATE PURCHASING ACCOUNT

## Authorised User Form (Department Account)

This Authorised User Form should be used to set up Accounts in the name of a preferred supplier or department(s). Do not use if you wish to set up an Account in the name of an individual person.

Please complete this form **ON COMPUTER**. When completed please print and sign the form where indicated. If you cannot complete it on screen you may print this Authorised User Form and complete it in **CAPITALS** with black ink. All fields **MUST BE** completed in order for this form to be processed (unless otherwise stated).

If you have any queries please contact American Express Customer Service on 0800 917 8208 (01273 607 000).

### 1. Company Details

|                       |  |   |
|-----------------------|--|---|
| Company Name:         | <input type="text"/>                   |   |
| Full Company Address: | <input type="text"/>                   |   |
|                       | <input type="text"/>                   |   |
| City:                 | <input type="text"/>                   |   |
| Postcode:             | <input type="text"/>                   | Country: <input type="text"/>   |
| Client ID Code        | <input type="text"/>                   |   |
| Either:               | 15 digit Basic Control Account number: | If unsure please contact<br>Customer Services on<br>0800 917 8208 (01273 607 000) |
|                       | <input type="text"/>                   |   |
| Or:                   | 7 digit Company Number:                |   |
|                       | <input type="text"/>                   |   |

### 2. Company Authorisation

It is essential that Sections 2 and 3 of this form are counter-signed by a Programme Administrator (PA) or other Authorised Signatory, signed for and on behalf of the Company.

|                       |                      |
|-----------------------|----------------------|
| First Name:           | <input type="text"/> |
| Last Name:            | <input type="text"/> |
| Job Title:            | <input type="text"/> |
| Office Telephone No.: | <input type="text"/> |
| Email Address:        | <input type="text"/> |

The Company acknowledges it shall instruct the Authorised User(s) to comply with the Terms of Use included in this Authorised User Form. The Company has verified that the details supplied in Section 3 are correct and hereby authorises the issuance, and the Authorised User(s) use of the Corporate Purchasing Account on the Company's behalf.

Authorised Signature

D D M M Y Y

X

**Please proceed to Section 3 and sign and date where indicated.**

Once completed, please return this Authorised User Form to:  
American Express Services Europe Limited, B2B Servicing Team, UMC 87-03-013,  
1 John Street,  
Brighton BN88 1AH  
Fax: 01273 679606  
Email: european.b2b.servicing@aexp.com  
If sending documents by email, please remember that the internet can be insecure.

## Authorised User Form (Department Account)

### 3. Corporate Purchasing Account Details

If your Company requires this Authorised User Form to be approved by a cost centre/designated manager, they should sign below. Please refer to your Programme Administrator for appropriate Company policy. If you require more than 15 Accounts, please complete this Section as often as is required.

|    | Account Name<br>(max 20 characters) | Monthly Limit<br>(£) | Transaction<br>Limit (optional)<br>(£) | Preferred<br>Supplier<br>List (PSL)<br>Number | Do you<br>wish to use<br>only UK<br>Suppliers | Cost Centre<br>(optional) | Cost Centre/Designated<br>Manager Full Name | Cost Centre/Designated<br>Manager Signature of Approval |
|----|-------------------------------------|----------------------|--|---|---|---------------------------|---|---|
| 1  |                                     |                      |  |   |   |                           |   |   |
| 2  |                                     |                      |  |   |   |                           |   |   |
| 3  |                                     |                      |  |   |   |                           |   |   |
| 4  |                                     |                      |  |   |   |                           |   |   |
| 5  |                                     |                      |  |   |   |                           |   |   |
| 6  |                                     |                      |  |   |   |                           |   |   |
| 7  |                                     |                      |  |   |   |                           |   |   |
| 8  |                                     |                      |  |   |   |                           |   |   |
| 9  |                                     |                      |  |   |   |                           |   |   |
| 10 |                                     |                      |  |   |   |                           |   |   |
| 11 |                                     |                      |  |   |   |                           |   |   |
| 12 |                                     |                      |  |   |   |                           |   |   |
| 13 |                                     |                      |  |   |   |                           |   |   |
| 14 |                                     |                      |  |   |   |                           |   |   |
| 15 |                                     |                      |  |   |   |                           |   |   |

On behalf of the Company I hereby authorise the issuance of the above Corporate Purchasing Account(s).

Authorised Signature

X

D D M M Y Y

|  |  |  |  |  |  |
|--|--|--|--|--|--|
|  |  |  |  |  |  |
|--|--|--|--|--|--|

## Corporate Purchasing Card and Corporate Purchasing Account Terms of Use

### 1. Acceptance

This document sets out the terms of use of the Corporate Purchasing Card and Corporate Purchasing Account. Please read it very carefully and keep it for your reference. By submitting an Authorised User Form (or, if earlier, signing or using the Corporate Purchasing Card or Corporate Purchasing Account), You agree to ensure all Authorised Users comply with these Terms of Use. These Terms of Use shall be open ended and form part of our Agreement with You.

### 2. Definitions

Unless otherwise stated, any definitions used in these Terms of Use shall have the same meanings as those set out in the American Express Corporate Payments Terms and Conditions and in the event of any conflict, these Terms of Use shall prevail.

### 3. Use of Cards/Codes

- a. Only an Authorised User may use the Card. The Authorised User may not permit anyone to use the Card who is not also an Authorised User for that Card or Card Account.
- b. We may or may not issue the Card in the name of the Authorised User.
- c. We may agree with You to restrict the Merchants where the Card or Card Account may be used or to impose limits on use of the Card or Card Account including without limitation, limits on individual Charge amounts, Card or Card Account spend within a specific period, or the total amount of outstanding Charges on the Card or Card Account. You shall procure that the Authorised User consults with the Programme Administrator to find out more about applicable restrictions on the Card or Card Account.
- d. When the Authorised User presents a Card to a Merchant and authorises a purchase by either entering the relevant Code or signing for the purchase in relation to the Corporate Purchasing Card, the Authorised User will be deemed to have consented on your behalf that the Card Account will be debited for payment. For online, telephone, mail order, Recurring Charges or other means of placing orders where the Card is not physically present with the Merchant, the Authorised User will be deemed to agree to the transaction on your behalf when the Authorised User provides the Card number and related Card and Card Account details and follows the Merchant's instructions for processing payment. If the amount of the transaction is not specified at the time the Authorised User authorises it, You will remain liable for the full amount of the resulting Charge. Neither You nor the Authorised User can cancel authorised Charges.

### 4. Permitted Uses

- a. You shall instruct the Authorised User to comply with these Terms of Use and with your instructions, policies and procedures when using the Card. You may have separate policies and procedures that You should ensure that the Authorised User is aware of when using the Card and the Card Account. Your policies and procedures may hold the Authorised User accountable for use or misuse of the Card, including fraudulent use of the Card, failure to take reasonable care of the Card, Codes, Card Account and Card details. You shall procure that the Authorised User consults with the Programme Administrator for the Card Account to find out more about your policies and procedures.
- b. You shall procure that the Authorised User uses the Card for purchases of goods and/or services for the running of your day-to-day business only and that the Authorised User does not use the Card to purchase items for re-sale.
- c. Any termination or expected termination of employment or of any other association of the Authorised User with You and the effective date of such termination has to be notified to the Programme Administrator and us.

### 5. Statements and Queries

- a. You must ensure that the Authorised User notifies us immediately upon becoming aware of any query the Authorised User may have about any Charge

or any transaction data in a Statement or any credit missing from it. Neither You nor the Authorised User may raise any claims in respect of unauthorised or incorrectly executed Charges or missing credits in a Statement after a period of one (1) month from the Statement date. If You fail to contest the accuracy of the Statement or the debit entries within such period after the Statement has been made available, claims and objections to the debit entries (such as for example demands for reimbursement) shall be excluded. If we request, You must promptly provide or must procure that the Authorised User promptly provides us with written confirmation of the query.

- b. You will instruct the Authorised User to keep us up to date with his/her name, email addresses, residential address, postal mailing address and phone numbers. You must procure that the Authorised User notifies us immediately of any change of Authorised User contact details. We are not responsible for expenses or extra cost (penalty interests, collection fees) or any other damages to You, if You have neglected your obligation to inform us of changed information.
- c. If we permit You access to Statements via the Online Service and if You have named the Authorised User as someone with access rights, the Authorised User will be assigned a user id and password (called Security Information). The Security Information is personal and confidential to the Authorised User. You must ensure that the Authorised User keeps the Security Information strictly confidential. You shall instruct the Authorised User not to allow other persons to access the Online Service using the Security Information.

### 6. Preventing Loss, Theft and Misuse

- a. You must ensure that the Authorised User keeps the Card (if issued in physical form), Codes and all Card details safe and confidential. You shall instruct the Authorised User not to share them with third parties except your other employees whom the Authorised User has independently confirmed with You are the Authorised Users for the same Card Account. You must ensure that the Authorised User follows our instructions about using the Card Account, Card and Card details.
- b. You shall instruct the Authorised Users to immediately inform the Programme Administrator if the Authorised User has reason to assume that:
  - i) a Card is lost or stolen;
  - ii) a Replacement Card has not been received;
  - iii) a Code becomes known by a third party;
  - iv) there is suspicion that a Card or Card Account is being misused or a transaction is unauthorised; or
  - v) there is suspicion that a transaction has been processed incorrectly.
- c. If a lost or stolen Card (if issued in physical form) is subsequently retrieved, or if we renew a Card with a new Card on the same Card Account, the Authorised User may not use the lost, stolen or expired Card. The Replacement Card must be used instead. You must ensure that the Authorised User reports the retrieval of the Card immediately to us, and must cut the Card in two or otherwise destroy it.
- d. You must ensure that the Authorised User gives us all the information in possession of the Authorised User as to the circumstances of any loss, theft or misuse of the Card. We may disclose to relevant investigation services any information relevant to any investigation.

### 7. Cash Advances

The Card or Card Account cannot be used to obtain or withdraw cash.

### 8. No Enrolment in the Membership Rewards® Programme

Authorised Users are ineligible for enrolment in the Membership Rewards Programme.